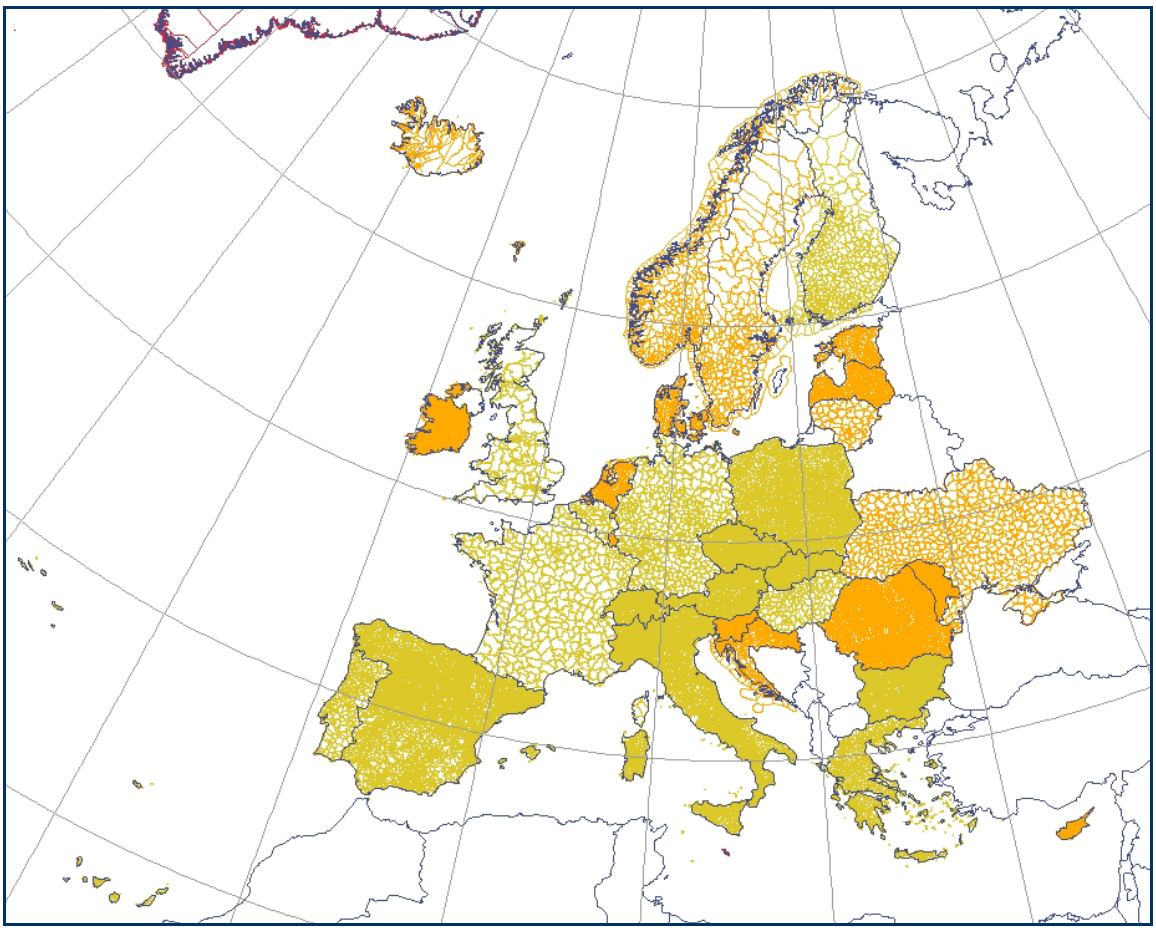
eurogeographics

SABE

Seamless Administrative Boundaries of Europe

User Guide

Refers to SABE 2004 version 1.0



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1. Introduction

This User Guide has been designed to provide you with all the information needed to use the SABE dataset.

The Guide is arranged into the following sections:

- "Overview of SABE" provides an introduction to SABE
- "SABE explained" is a more detailed description of the structure and the content of the SABE dataset
- "Using SABE" contains some instructions on how to use the dataset with your GIS software

We have checked this Guide before issuing it, and every effort has been made to ensure that the contents are accurate. If you find an error, omission, or have a suggestion about how it can be improved, please contact EuroGeographics at the address shown below, under contact details.

1.1 Contact details

If you have problems using SABE or any questions related to the dataset or its use please contact EuroGeographics or the distributor from which you purchased the data.

EuroGeographics's address is:

EuroGeographics
6-8 Ave Blaise Pascal
Cité Descartes
Champs-sur-Marne
77455 Marne-la-Vallée Cedex 2
France

Telephone:	+33 (0) 1 64 15 32 73
Facsimile:	+33 (0) 1 64 15 32 19
e-mail:	contact@EuroGeographics.org
WWW:	http://www.EuroGeographics.org

The addresses of national mapping agencies are listed in Annex B "European National Mapping and Statistics Organisations".

1.2 Product performance

If you have any problems or identify any errors in the data, please complete the product performance report provided in Annex A.

1.3 Liability

A full description of the terms and conditions of supply and use of SABE is included in the *End User Licence* signed by your organisation.
EuroGeographics and the national mapping agencies contributing to SABE have made every effort to ensure that data supplied are free from errors and omissions.
We will remedy, as soon as reasonably practicable, errors and omissions notified to EuroGeographics or national mapping agencies in writing. It is the Customer's responsibility to ensure that the data ordered are suitable for the intended purpose.
Neither EuroGeographics nor the national mapping agencies will be liable to the customer or any other party for any loss, damage, inconvenience or expense resulting from the use of, or reliance upon, the data.

1.4 Delivery of SABE

You are advised to make a back-up copy of the data delivered.
Written notification of any deficiency in the SABE data or damage to the goods must be given to EuroGeographics or the distributor from which you bought the data.

1.5 Data copyright

SABE data are copyright of EuroGeographics and the contributing national mapping agencies. As standard, SABE data may be used for internal business use only. It may not be used for Internet applications unless this has been explicitly agreed within a schedule addition to the licence. Your licence agreement specifies the number of concurrent users which may use the data. Additionally, any printed output which is based on SABE data must bear an appropriate copyright acknowledgement.

1.6 User Guide copyright

This User Guide is copyright of EuroGeographics. No part of this document may be reproduced or transmitted in any form or by any means, electronic or mechanical, for any purpose, without the express written permission of EuroGeographics.

1.7 Trade marks

Trade marks in this Guide are the property of their respective owners.
ArcView is a trade mark and ARC/INFO is a registered trade mark of Environmental Systems Research Institute, Inc.
INFO is a trade mark of Henco Software, Inc.

2. Overview of SABE

2.1 Pan-European Administrative Boundary data

SABE is a pan-European dataset which contains the geometry and semantics of the administrative hierarchies of 36 European countries.
Each country has its own specific administrative hierarchy, composed of a different number of levels.

The above example shows the administrative divisions in an area covered by four European countries. The thickness of the line represents the level of the boundary.

The dataset includes:

- boundaries of administrative units;
- names of different levels in national administrative hierarchies and the relations between them;
- names and codes of administrative units on the basis of the national nomenclature;
- location of residences of authorities of the units for the countries where the information exists

SABE contains all levels of national administrative hierarchies from the highest (country) to the lowest.

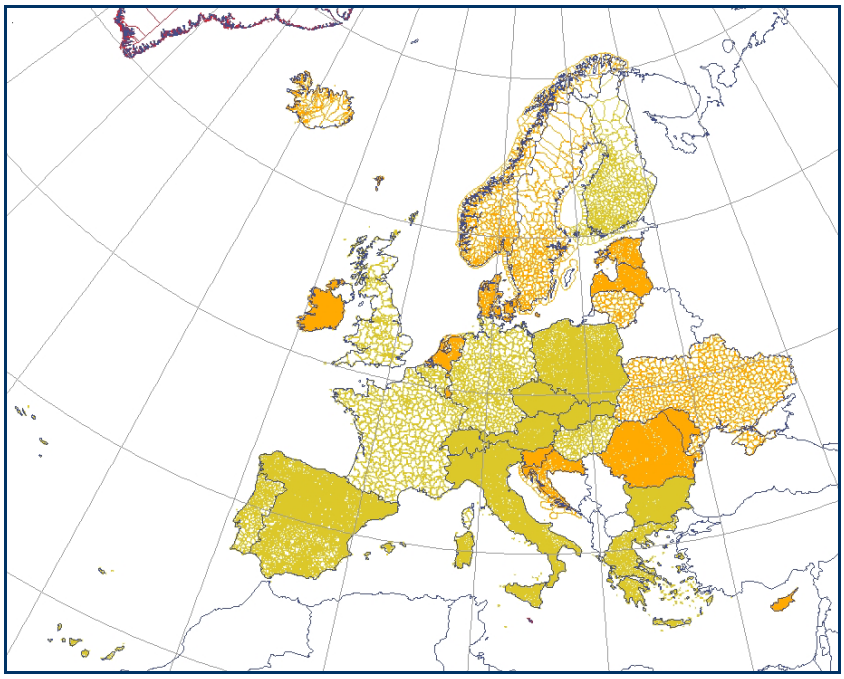
2.1.1 Coastline

The definition of administrative boundaries with regards to sea and inland waters differs from country to country.
In some countries, the coastal administrative areas extend into the sea. In some cases, the sea boundary is not defined or is defined to a different precision to the other administrative boundaries.
For certain applications (e.g. population statistics) it is useful to link the statistical data to the land areas only. The SABE dataset is therefore provided with coastline information for the countries where the physical and administrative boundaries do not coincide.

2.2 Seamless and consistent dataset

SABE is delivered as individual country files which create a seamless and consistent dataset.
The term **consistent** refers to the contents, to the structure, to geo-referencing, and time referencing of the data, although with so many independent data sources there are variations in the currency of the data. These are indicated in Annex E “Description of source data”. The term **seamless** means that there are no gaps or overlaps between polygons initially derived from different sources.

Coverage



The SABE dataset covers :

Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Faeroe Islands, Finland, France (incl. Guadeloupe, Guyana, Martinique, and Reunion), Germany, Great Britain, Greece, Greenland, Hungary, Iceland, Ireland, Italy (incl. San Marino and Vatican), Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Moldova, The Netherlands, Northern Ireland, Norway, Poland, Portugal (incl. Azores and Madeira), Romania, Slovakia, Slovenia, Spain, Sweden, Switzerland, Ukraine

Coastline files are available for:

Croatia, Finland, Germany, Great Britain, Ireland, Lithuania, Northern Ireland, Norway, The Netherlands, Poland, Sweden.

2.3 Supply options

2.3.1 Resolution

The product is available filtered to two different geometric resolutions:

~ 30 metres for applications approximately at 1: 100 000 scale
~200 metres for applications approximately at 1: 1 000 000 scale

With regard to the SABE97 Relaunch version the parameters for generalization have been changed to meet the requirements of the users in a better way. Both products contain the same attributes.

2.3.2 Supply units

As standard, SABE is supplied on a country-by-country basis, but customised supply is also possible.

2.3.3 Product types

SABE is supplied in different product types (see Annex D “SABE product types and transfer files”).

2.4 Spatial Reference

Coordinates are two-dimensional, geographicals in degrees (longitude, latitude) with decimal fraction. The spatial reference system is ETRS89 with ellipsoid GRS 80. No map projection is applied. To be able to use SABE effectively with other datasets, you will need to ensure that the data have the same spatial reference.

2.5 Status (time referencing)

For the SABE 2004 version 1.0 the data generally refers to the national administrative situation as it was in July 2003 for the former EU members and May 2004 for the 10 new EU countries and all other SABE countries. Details are provided in Annex E “Description of source data”

2.6 Update

Five versions of the SABE product exist. The first one refers to 1991, the second to 1995, the third to 1997, the fourth to 2001/census date and the current version to July 2003/May 2004. If you require updates as they become available, you should complete the optional update agreement.

2.7 Quality

The SABE dataset is compiled from national administrative boundary datasets provided by National Mapping Agencies. The source data are of the best available semantic quality. The contributions have been transformed into a uniform structure, have been line-filtered to a uniform resolution, are edge matched at international boundaries and finally the quality has been checked with regard to the defined SABE specification.

2.8 SABE applications

SABE enables you to geo-reference statistical data, and can also be used as a background to geo-referenced datasets.

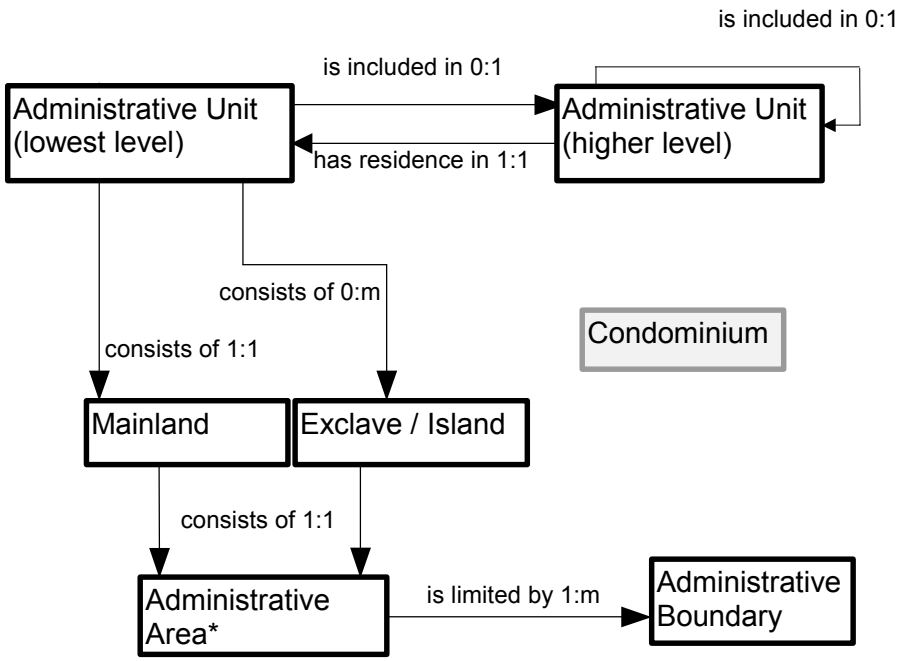
The most typical applications of the data are:

- population analysis
- political analysis
- economic analysis
- asset management
- geo-referencing cross-border data

3. SABE explained

3.1 Content and structure of data

Conceptual Schema



* the terminology refers to its use in this document

SABE contains information about the following *features*:

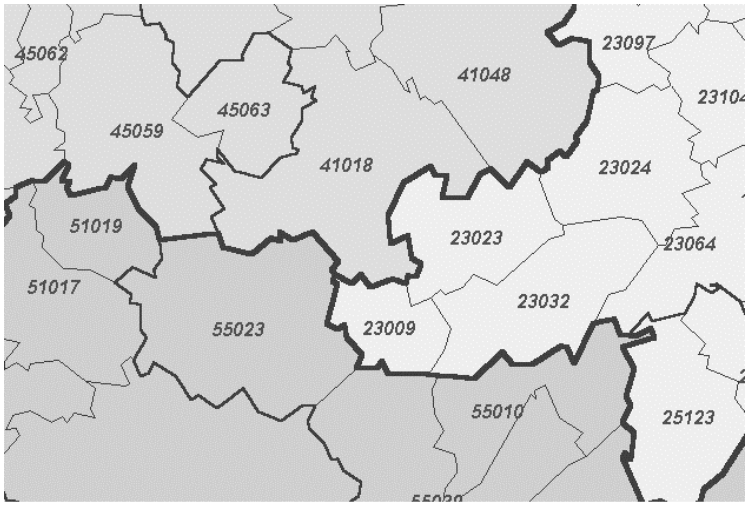
An ***administrative unit*** is controlled by an administrative authority (e.g. Commune in Belgium and France, Ward in Britain, Gemeinde in Germany, Kunta in Finland, Občina in Slovenia).

- Each administrative unit *has a name and a unique code*.
- An administrative unit *is composed of one or more administrative are*as.
  One administrative area of each lowest level administrative unit is its ***mainland*** polygon. All other areas are labelled as ***exclaves*** (islands).
- It *belongs to* (is included in) *a unit at a higher level of the national hierarchy* and is composed of (consists of) lower level units.
- It *may host the residence of a unit at a higher level in the hierarchy*.
- The *relations between administrative units are country specific*.
  Details are included in the SABE.ISN table (see also 3.4.4).

A ***condominium*** is an area governed by different authorities.

An ***administrative boundary segment*** is a line which separates two adjacent administrative areas. It may exist only at the lowest level administrative division or it may separate units at more than one level.

The following example shows the administrative division at the lowest (commune) level with the outlines and the codes of the units.



This example demonstrates the difference between administrative unit and administrative area: commune labelled 02111 is one administrative unit composed of two administrative areas: one mainland polygon and one exclave.

3.2 Transfer format

SABE is provided as single precision coverages in Arc/Info Export format[1].

Administrative boundaries

are provided as one file per country

Coastline

a separate file with the coastline is supplied for each country where the coastline does not coincide with the administrative boundaries

Centroids

a separate ASCII file including the code of the main area, the longitude and latitude of the label point and the name of the main area

Hierarchy details

a single file SABE.ISN contains the hierarchy details of all countries

[1] Other data formats (as for instance Shape or MapInfo) could be available via EuroGeographics on-line ordering and delivery system or from Value Added Resellers.

3.3 Data Model: Concepts

3.3.1 Geometry

3.3.1.1 Geometric primitives

SABE contains linear (one dimensional) and areal (two dimensional) elements:
In this text, the term *line* means a linear segment defined by two or more points.

A **node** in SABE is a point where two or more lines meet. The exception is a node representing the start and the end points of the same line (e.g. a line bounding an island).

Lines in SABE represent linear features, such as administrative boundaries and the coastline. A line starts and ends with a node.

Polygons represent areal features i.e. administrative areas. A polygon is defined by one or more bounding lines. Each polygon contains a label point - i.e. an isolated point which serves as a location point for displaying or plotting the attributes attached to the area.

3.3.1.2 Line and polygon topology

SABE is structured as an Arc/Info coverage with full polygon-arc topology.
This means that each boundary segment and polygon can be individually addressed, selected or linked to external attribute information.
The Arc Attribute Table (AAT) contains the topological information for line features. The Polygon Attribute Table (PAT) contains the topological information of polygon features. Both tables are essential parts of the Arc/Info data model.
If you require more detailed information about the Arc/Info topological model, see the documentation provided with Arc/Info.

3.3.2 Attributes

An attribute is a descriptive characteristic of a feature (administrative unit's name and code).

3.4 Data model: Administrative features

The following discussion of PAT and AAT attributes explains the SABE-specific contents, and does not mention the geometry-related internal Arc/Info attributes. All the other attributes are listed and explained.

3.4.1 Administrative Boundary Segment Attributes – Arc Attribute Table (AAT)

Each Administrative Boundary Segment has the following attributes:

ICC: The **ICC** attribute contains the two character country code according to ISO 3166 (*e.g. "DE" for Germany*). For the datasets that do not cover the whole country the code does not comply with ISO standard. Exceptions are for instance France, where the FX dataset (in contrast to FR) does not contain the information from DOM (over-seas departments) and United Kingdom for which the data are provided as one dataset for Great Britain (GB) and the other for Northern Ireland (NI).

USE: Level of the boundary in the administrative hierarchy:

1	1st order ("national level")
2	2nd order
3	3rd order
4	4th order
5	5th order
6	6th order

EUR: Level of the boundary as defined by new NUTS (= Nomenclature of territorial units for statistics) regulation :

0	National level
1	NUTS1 level
2	NUTS2 level
3	NUTS3 level
4	LAU1 level (local administrative unit, former NUTS4)
5	LAU2 level (local administrative unit, former NUTS5)
997	Boundary does not belong to an EU country, or is not defined according to the new NUTS regulation

MOL: Meaning (i.e. origin or source) of the line:

1	provided by NMA
8	disputed

3.4.2 Administrative Area Attributes - Polygon Attribute Table (PAT)

Each Administrative Area (a polygon which is not composed of smaller polygons) has the following attributes:

ICC: The ICC attribute contains the two character country code according to ISO 3166 (see also 3.4.1 Administrative Boundary Segment Attributes – Arc Attribute Table).

SHN: The SHN code (*e.g. '1236NRFJ'*) corresponds to the administrative unit's national code. The SHN attribute indicates the administrative unit to which the area belongs and is a strictly hierarchical built identifier (according to the number of levels of the administrative hierarchy of the country) for all administrative units. If the delivered codes are not consistent with the SABE specification (e.g. if they do not have a hierarchical structure) the SABE team had to derive new codes from these codes. Together, the **ICC + SHN** codes provide an identifier which is unique for each administrative unit of Europe.

To extract the codes of higher level units you need to know the SHN structure (see Section 3.4.4 and for further explanations concerning the structure of the SHN in each country please see also Annex G “Overview of the SHN structure”)

MOC: Meaning of the centroid of the area.
MOC can take the following values:

1	Area is mainland and the label points to the residence of the authority
2	Area is mainland and label does not have a geo-graphical meaning
3	Area is exclave or island apart from the mainland
4	Area is condominium
7	Area is water only
9	Unknown area

3.4.3 Administrative Unit Attributes: Name table (NAM)

The NAM table contains one record for each administrative unit (on all levels *e.g. Commune, Canton, Grand Duchy*) and has the following attributes:

ICC: The **ICC** attribute contains the two character country code according to ISO 3166 (see also 3.4.1 Administrative Boundary Segment Attributes – Arc Attribute Table).).

SHN: The SHN code (see the description of PAT table).
Together, the **ICC + SHN** codes provide a unique identifier for each administrative unit of the SABE product.

RAU: the SHN of the residence of the authority of a unit (i.e. the SHN of the lowest level unit which hosts this unit’s "council", e.g. the SHN of the capital of a district or a province)

USE: Level of administration in the country’s hierarchy (see the description of AAT table).

EUR: Level of the unit as defined by new NUTS regulation. This is only applied to EU Member States (see also the description of AAT table)

0	National level
1	NUTS1 level
2	NUTS2 level
3	NUTS3 level
4	LAU1 level
5	LAU2 level
997	Administrative unit does not belong to an EU country, no NUTS/LAU level is defined/available for this unit

ISN: Structure ID of the unit from the Catalogue of Internal Structures and Designations (see Section 3.4.4 Administrative Structure Attributes : SABE.ISN table)

GEN: Geographical Name (official name) of the administrative unit. (Special characters are encoded as far as possible according to the ISO 8859-1 character set. Other diacritical characters are encoded by two consecutive characters where the leading one does not exist as a valid character in a language. For details see Annex F “Diacritical characters”)

3.4.4 Administrative Structure Attributes: SABE.ISN table

The SABE.ISN table contains the relations between the hierarchical levels. There is just one ISN file for all SABE countries which contains all names of all levels of national administrative hierarchies. This table is used to derive the unique codes for the corresponding higher level administrative units from the SHN code of the lowest level administrative unit.
The table contains information on all levels of a country's administrative hierarchy for all countries in the dataset, and has the following attributes:

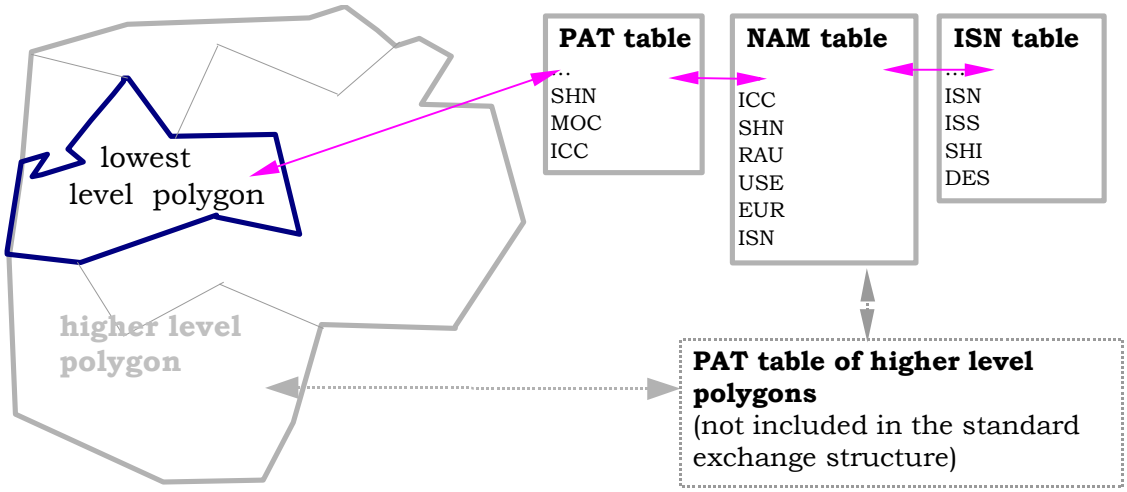
ISN: Structure Identifier which identifies a level in the hierarchy and allows a link by ISN to the NAM table

ISS: Substructure Identifier which points to the ISN attribute of another record in this table identifying the hierarchy level immediately below the current. If no further substructure exists, this pointer is set to 9997

SHI: Number of figures which must be removed from the right of the SHN code and replaced with zeros (see 3.4.2 Administrative Area Attributes – Polygon Attribute Table) to identify all the units belonging to the structure

DES: Name of the hierarchy level in the national language (*e.g. 'Province'*).

3.4.5 Relations between tables



The **NAM** table is related to the **PAT** table via the **SHN** attribute.
The **ISN** table is related to the **NAM** table via the **ISN** attribute.

3.4.6 SHN and SHI code

The SHN code represents the unique identifier of an administrative unit at any level within a country.
The SHI code is the key for deriving higher level units from polygons of the lowest level. It represents the number of characters that need to be replaced by zero from the right of the lowest level unit SHN code.

Example
The following French example illustrates the implicit relation between administrative units of different levels of hierarchy. SHN code of lower level unit contains SHN codes of higher level units. The key for deriving SHN codes of higher level units is SHI code in ISN table.

Name *(**GEN** attribute in NAM table)*	***SHI*** *(ISN table)*	***example of SHN*** *(PAT and NAM table)*
Commune	*0*	***4157705356***
Canton de rattachement	*3*	***4157705****000*
Arrondissement	*5*	***4157****00000*
Département	*6*	***4157****000000*
Région	*8*	***41****00000000*
République	*10*	*0000000000*

3.5 Data model: Coastline

3.5.1 Coastline segment attributes - Arc Attribute Table (AAT)

Each Coastline Segment has the following attributes:

ICC: The **ICC** attribute contains the two character country code according to ISO 3166.

TOC: Type of coastline describes the particular characteristics of a coastline segment in relation to a boundary segment.

1 line is a coastline and identical to boundary
2 line is a coastline but without administrative meaning
3 line is fictive and used as a boundary (closing gaps)

4. Using SABE

4.1 What you need to use SABE

4.1.1 Hardware

SABE can be used with any computer platform from a PC to a mainframe. The hardware requirements are generally the same as for managing any other vector geographic dataset.

4.1.2 Software

SABE is a dataset and is delivered without a user interface for displaying or analysing it. Whatever you want to do with the data, you need to have appropriate software. SABE can be used directly with ESRI's Arc/Info or ArcGIS system and may also be imported into other software packages.

4.2 Using SABE with Arc/Info

This section provides some basic commands to help you to start using SABE in Arc/Info. For more details of Arc/Info commands, see the documents provided with the software.

4.2.1 Loading the data

4.2.1.1 Loading the administrative structure information

```
[ARC>] IMPORT INFO sabeisn sabe.isn
```

SABE.ISN contains information for all the countries in SABE.
It needs to be imported only once.

4.2.1.2 Loading the administrative boundaries

Administrative boundary data are provided in separate files, one file per country.

```
[ARC>] IMPORT COVER <interchange file>
       <coverage_name>
```

Example: *IMPORT COVER de30 de30*

Important: *to enable the relations between tables to be restored, the coverage names should be the same as the export file names (without the extension)*

```
[ARC>] RELATE RESTORE <INFO file>
```
Example: RELATE RESTORE de30.rel

The relations between PAT, NAM and SABE.ISN tables have been restored.

4.2.1.3 Loading the coastline

Coastline is provided in separate files for the countries where the coastline does not coincide with administrative boundaries. Coverages need to be imported independently:

```
[ARC>] IMPORT COVER <interchange file> <coverage name
```
Example: *IMPORT COVER SCDE30 SCDE30*

4.3 Using SABE with ArcView

The following instructions have been tested with ArcView 3.2

1. Import the SABE country coverages:

   (IMPORT window*)* <*interchange file*> <*coverage_name*>

   Example (IMPORT window): `z:\nl30.e00 c:\sabe\nl30`

   IMPORT is an independent program delivered with ArcView. If you do not specify the directory, the data will be restored to your default ArcView data directory.

2. Import the administrative structure table:

   (IMPORT) *sabeisn.e00 sabe.isn*

3. Start the ArcView session and create a new project

4. Add the SABE data to the project

   If you add three themes for each SABE country: polygon, line and labels you will have the best possibilities for data display. Select the polygon theme to make it active.

5. Add the name table (*.NAM)

6. Relate the name table to the feature table (use the 'Join' command via SHN field)

7. Add the SABE.ISN table

8. Relate the SABE.ISN table to the polygon feature table (via ISN field)

4.4 Using SABE with other GIS software

The SABE dataset is supplied in Arc/Info Export as standard. Some other GIS systems are provided with translators which will allow the data to be imported.
If you require SABE in a different format, please contact EuroGeographics or a distributor to discuss the possibility of format customisation.

4.5 Addresses of National Mapping and Statistics Organisations

SABE is most useful when combined with other data. As a user of administrative boundaries data you are probably interested in different statistical data.
Annex B "European National Mapping and Statistics Organisations" provides contact addresses for the National Mapping and Statistical Agencies responsible for the area covered by SABE.

Annexes

Annex A : Product performance report

Please complete and send to:

EuroGeographics Product Manager

EuroGeographics
6-8 Ave Blaise Pascal
Cité Descartes
Champs-sur-Marne
77455 Marne la Vallé Cedex 2
France

Fax: +33 (0) 1.64.15.32.19
e-mail: contact@EuroGeographics.org

Description of problem encountered / suggestion:

_____
_____
_____
_____
_____
_____
_____
_____

Version of data: _____ (from CD-ROM)

Your name: _____

Company: _____
Address: _____
_____
_____
_____
_____

Telephone: _____
Facsimile: _____
e-mail : _____

Annex B : European National Mapping and Statistics Organisations

This list of contacts is provided to help you to find the map and statistical information which you need. The left column contains the contact address for mapping data, the right column contains the contacts for statistical information.

Europe	
Product Manager EuroGeographics 6-8 Ave Blaise Pascal Cité Descartes Champs-sur-Marne 77455 Marne la Vallé Cedex 2 France Tel: +33 (0) 1 64 15 32 73 Fax: +33 (0) 1 64 15 32 19 e-mail: contact@EuroGeographics.org WWW: http://www.EuroGeographics.org	Eurostat/GISCO Statistical Office of the European Communities Jean Monnet Building Rue Alcide De Gasperi L-2920 Luxembourg-Kirchberg Tel: +352 4301 33088 Fax: +352 4301 34029 e-mail: mariefrance.haupt@cec.eu.int WWW: http://europa.eu.int/comm/eurostat/
Austria	
Sales Department Kartographische Daten Bundesamt für Eich und Vermessungswesen Krotenhallergasse 3 1080 Wien Austria Tel: +43 1 40 146 Fax: +43 1 406 9992 e-mail: bernhard.jueptner@bev.gv.at WWW: http://www.bev.gv.at/	Statistik Österreich Hintere Zollamtsstraβe 2b Postfach 9000 1033 Wien Austria Tel: +43 1 71128/ 7654 - 7656 Fax: +43 1 715 68 28 e-mail: mail@oestat.gv.at WWW: http://www.oestat.gv.at
Belgium	
Sales Department Institut Géographique National Abbaye de la Cambre 13 1000 Bruxelles Belgium Tel: +32 2 629 82 82 Fax: +32 2 629 82 83 e-mail: sales@ngi.be WWW: http://www.ngi.be/	Info Service Institut National de Statistique 44, rue de Louvain 1000 Bruxelles Belgium Tel: +32 2 548 6211 Fax: +32 2 548 6262 e-mail: WWW:
Bulgaria	
Mr. Tveten Boev Ministry of Regional Development and Public Works, Cadastre Agency 1618 Sofia 1 Musala str Tel.: +359 2 955 4540 Fax: +395 2 955 5333 e-mail: acad@cadastre.bg WWW: http://www.cadastre.bg	No information available

Croatia	
Mr. Željko Bačić Državna Geodetska Uprava Gruška 20 10000 Zagreb Croatia Tel: +385 1 36 57 394 Fax: +385 1 61 57 389 e-mail: zeljko.bacic@dgu.hr WWW: http://www.dgu.hr	Sales department Central Bureau of Statistics Ilica 3 PO Box 671 10000 Zagreb Croatia Tel: +385 1 455 4422 Fax: +385 1 429 413 e-mail: ured@dzs.hr WWW: http://www.dzs.hr
Cyprus	
Cyprus Department of Lands and Surveys H/Q 29 Michalakopoulou Street CY-1455 Nicosia Cyprus Tel: +357 (22) 304 900 Fax: +357 (22) 767001 e-mail: dlslic@cytanet.com.cy WWW:	No information available
Czech Republic	
Ceský úrad zememerický a katastrální Pod sidlistem 9 CZ – 182 00 Praha 8 Czech Republic Tel: +420 2 8404 1209 Fax: +420 2 8404 1204 e-mail: jan.rambousek@cuzk.cz WWW: http://www.cuzk.cz	Informacniho Servisu Ceský statisticky úrad Sokolovská 142 186 04 Praha 8 Czech Republic Tel: +420 2 6604 2451, +420 2 6604 2555 Fax: +420 2 6631 0429, +420 2 826 489 e-mail: WWW: http://infox.eunet.cz/csu/csu_e.html
Denmark	
Customer Service Kort & Matrikelstyrelsen Rentemestervej 8 2400 København NV Denmark Tel: +45 35 87 50 44 Fax: +45 35 87 50 53 e-mail: kms@kms.dk WWW: http://www.kms.dk	General Enquiries Danmarks Statistik Sejrøgade 11 2100 København Denmark Tel: + 45 39 17 39 17 Fax: + 45 31 18 48 01 e-mail: dst@dst.dk WWW: http://www.dst.dk
Estonia	
Mr. Kristian Teiter Estonian National Land Board Mustamäe tee 51 Box 1635 EE-10602 Tallinn Estonia Tel: + 372 66-50-652 Fax: +372 66-50-604 e-mail: Kristian.Teiter@maaamet.ee WWW: http://www.maaamet.ee	Statistical Office of Estonia Endla 15 EE-0100 Tallinn Estonia Tel: +372 6 259202 Fax:+372 2 453923 e-mail: WWW:

Finland	
Marketing and Sales Services Maanmittauslaitos Opastinsilta 12 C 00521 Helsinki Finland Tel: +358 205 41 5516 Fax: +358 205 41 5598 e-mail: mml@nls.fi WWW: http://www.nls.fi	General Enquiries Statistics Finland Työpajakatu 13 00022 Helsinki Finland Tel: +358 9 1734 2220 Fax: +358 9 1734 2279 e-mail: tiedotus.tilastokeskus@stat.fi WWW: http://www.stat.fi
France	
Département Grands Clients Institut Géographique National 2, Avenue Pasteur 94165 St.-Mandé CEDEX France Tel: +33 1 43 98 80 20 Fax: +33 1 43 98 80 31 e-mail: dgc@ign.fr WWW: http://www.ign.fr	INSEE Info Service 195, rue de Bercy - Tour Gamma A 75582 Paris Cedex 12 France Tel: +33 1 41 17 66 11 Fax: +33 1 53 17 88 09 e-mail: WWW: http://www.insee.fr
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Dipl - Geogr Reiner Retzek Bundesamt für Kartographie und Geodäsie Richard-Strauss Allee 11 60598 Frankfurt-am-Main Germany Tel: +49 69 6333 349 Fax: +49 69 6333 441 e-mail: reiner.retzek@bkg.bund.de WWW: http://www.bkg.bund.de	Allgemeiner Auskunfts- und Besucherdienst Statistisches Bundesamt Stresemann-Ring 11 65180 Wiesbaden Germany Tel: +49 611 752405 Fax: +49 611 753330 e-mail: WWW: http://www.Statistik-bund.de
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Sales Department Landmælingar Íslands Stillholt 16-18 IS-300 Akranes Iceland Tel: +354 430 9000 Fax: +354 430 9090 e-mail: lmi@lmi.is WWW: http://www.lmi.is	Information Services Statistics Iceland Skuggasund 3 150 Reykjavik Iceland Tel: +354 560 9880 Fax: +354 562 3312 e-mail: information@hag.stjr.is WWW: http://www.stjr.is/statice

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Digital Sales Ordnance Survey - Ireland Phoenix Park Dublin 8 Ireland Tel: +353 1 820 6100 Fax: +353 1 820 4156 e-mail: digital@osi.ie WWW: http://www.irlgov.ie/osi/	Information Section Central Statistics Office Skehard Road Cork Ireland Tel: +353 21 359000 Fax: +353 21 359090 e-mail: info@cso.ie WWW: http://www.cso.ie
Italy	
Direzione Amministrativa Sezione Vendite Istituto Geografico Militare Italiano Via Cesare Battisti 10-12 1-50100 Firenze Italy Tel: +39 0552 7322 Fax: +39-055-2 82172 e-mail: giovorru@tiscalinet.it WWW: http://www.nettuno.it/fiera/igmi	I Centri di informazione statistica Istituto Nazionale di Statistica Via Cesare Balbo, 16 I - 00100 Roma Italy Tel: +39 6 46733105 Fax: +39 6 46733107 e-mail: dipdiff@istat.it WWW: http://www.istat.it
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Mr Valdis Vanags Latvijas Republikas Valst zemes dienest 11, Novembra krastmala 31 LV-1484 Riga Latvia Tel: +371 7 038521 Fax: +371 7 038514 e-mail: vladis.vanags@vzd.gov.lv WWW: http://www.lzkc.org.lv/	Information, Publishing and External Relations Department Latvijas Republikas Valsts statistikas komiteja Tel: +371 7 33 13 63 Fax: +371 7 83 01 37 e-mail: csb@csb.gov.lv WWW: http://www.latnet.lv/ligumi/csbl
Lithuania	
Nacionalinė Žemės tarnyba Ukmerges 41 LT-2600 Vilnius Lithuania Tel : +370 5 239 84 46 Fax : +370 5 239 84 37 e-mail : AusraK@zum.lt WWW : http://www.zum.lt/nzt/	VĮ „GIS-Centras“ Sėlių 66 LT-2004 Vilnius Lithuania Tel: +370 (52) 724741 Fax: +370 (52) 727 723 e-mail: evaldas@gis-centras.lt WWW: http://www.gis-centras.lt
Luxembourg	
Mr Dipl-Ing André Majerus Administration du Cadastre et de la Topographie 54 Avenue Gaston Diderich L-1017 Luxembourg Tel: +352 44901 272 Fax: +352 44901 288 e-mail: andre.majerus@act.etat.lu WWW: http://www.etat.lu/ACT	Information and Sales Statec B.P. 304 L-2013 Luxembourg Tel: +352 478 4268, +352 478 4221 Fax: +352 46 42 89 e-mail: statec.post@statec.etat.lu WWW: http://statec.gouvernement.lu

Malta	
Malta Environment & Planning Authority P.O. Box 200 Valletta CMR 01 Malta Tel: +356 21 240 976 Fax: +356 21 224 846 e-mail: enquires@mepa.org.mt WWW: http://www.mepa.org.mt	No information available
Moldova	
Mr. Nicolae Svet State Agency for Land Relations and Cadastre of the Republic of Moldova 2005, or. Chişinău, str. Puşkin, 47 Tel: (+373 2) 21-22-44 Fax: (+373 2) 22-63-73 e-mail: info@agency.cadastre.md	No information available
Netherlands	
Sales Department Topografische Dienst Kadaster Bendienplein 5 Postbus 115 NL-7800 AC Emmen The Netherlands Tel: +31 591 69 69 11 Fax: +31 591 69 68 11 e-mail: wdrent@tdkadaster.nl WWW: www.kadaster.nl/topografischedienst	Centraal Bureau voor de Statistiek Afdeling Verkoop Kamer J116 Postbus 4481 6401 CZ Heerlen The Netherlands Tel: +31 (45) 570 79 70 Fax: +31 (45) 570 62 68 e-mail: verkoop@cbs.nl WWW: http://www.cbs.nl
Norway	
Sales department Statens Kartverk Kartverksveien 21 N-3504 Hønefoss Norway Tel: +47 32 11 81 00 Fax: +47 32 11 81 01 e-mail: firmapost@statkart.no WWW: http://www.statkart.no	Library Statistics Norway Kongsgata 6 N-0033 Oslo 1 Norway Tel: +47 22 86 46 42/43 Fax: +47 22 86 45 04 e-mail: biblioteket@ssb.no WWW: http://www.ssb.no
Poland	
Główny Urzad Geodezji i Kartografii Ul Wspólna 2 PL-00926 Warsawa Poland Tel: + 48 22 661 8453 Fax: +48 22 661 8118 e-mail: kataster@gugik.gov.pl WWW: http://www.gugik.gov.pl/str_glowna.htm	No information available

Portugal	
Sales department Instituto Português de Cartografia e Cadastro Rua Artilharia 1, m°107 1070 Lisboa Portugal Tel: +351 1 381 9600 Fax: +351 1 381 9699 e-mail: igeo@igeo.pt WWW: http://www.igeo.pt	Serviço de Informaçã Instituto Nacional de Estatística Avenida António José de Almeida, 5 1078 Lisboa Codex Portugal Tel: +351 1 847 00 50 Fax: +351 1 847 39 64 e-mail: ine@ine.pt WWW: http://www.ine.pt
Romania	
The National Office for Cadastre, Geodesy and Cartography (N.O.C.G.C.) 202 A Splaiul Independentei Bucharest, ROMANIA Tel: 00 40 1 222 29 00 Fax: 00 40 1 222 52 24 E-mail: oncgc@itcnet.ro WWW:	No information available
Slovak Republic	
Urad geodezie, kartografie a katastra Slovenskej republiky Stromova 1 SK-83786 Bratislava Slovak Republic Tel: +421 7 59 374 431 Fax: +421 7 54 774 753 E-mail: niksova@geodesy.gov.sk WWW: http://www.geodesy.gov.sk/	Štatistický úrad Slovenskej republiky Miletičova 3 824 67 Bratislava Slovak Republic Tel: +421 7 5556 1774 Fax: +421 7 5556 1361
Slovenia	
Geodetska uprava Republike Slovenij Zemljemerska ul. 12 SI-1000 Ljubljana Slovenia Tel: +386 61 17 84 903 Fax: +386 61 17 84 909 e-mail: bozena.lipej@gov.si WWW: http://www.sigov.si/gu	Sales department Statisticni Urad Republike Slovenije Vozarski pot 12 1000 Ljubljana Slovenia Tel: +386 61 125 53 22 Fax: +386 61 216 932 e-mail: info@stat.sigov.mail.si
Spain	
Sales department Centro Nacional de Información Geográfica General Ibáñez de Ibero 3 28071 Madrid Spain Tel: +34 91 5979648 Fax: +34 91 5979764 e-mail: smas@mfom.es WWW: http://www.mfom.es/ign	Servicio de Información Instituto Nacional de Estadistica Paseo de la Castellana, 183 28046 Madrid Spain Tel: +34 1 572 07 93 Fax: +34 1 583 91 58 e-mail: jalia@ine.es WWW: http://www.ine.es

Sweden	
KartCentrum Lantmäteriverket Lantmäterigatan 2 80182 Gävle Sweden Tel: +46 26 63 30 00 Fax: +46 26 68 75 94 e-mail: staffan.jonstoij@lm.se WWW: http://www.lm.se	Information service Statistiska centralbyrån Box 24 300 Karlavägen 100 10451 Stockholm Sweden Tel: +46 8 783 40 00 Fax: +46 8 661 52 61 e-mail: swestat@scb.se WWW: http://www.scb.se
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Sales department Bundesamt für Landestopographie Seftigenstrasse 264 3084 Wabern Switzerland Tel: +41 31 963 2111 Fax: +41 31 963 2459 e-mail: Loge@lt.admin.ch WWW: http://www.swisstopo.ch	Informationsdienst Federal Statistical Office of Switzerland Schwarztorstrasse 96 3003 Berne Switzerland Tel: +41 31 323 60 11 Fax: +41 31 323 60 12 e-mail: Info@bfs.admin.ch WWW: http://www.admin.ch/bfs
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Derzavna Sluzba Geodezii, kartografii ta kadastru 54 Popudrenka Str 02094 Kyiv Ukraine Tel: +380 (44) 559 7389 Fax: +380 (44) 573 4213 E-mail: ukrgeo@geomatica.kiev.ua WWW: http://www.geomatica.kiev.ua/ukrgeo	No information available

United Kingdom	
Great Britain Customer Services - Sales Desk Ordnance Survey Romsey Road Southampton SO16 4GU Great Britain Tel: +44 1703 792773 Fax: +44 1703 792324 e-mail: dighlpdesk@ordsvy.gov.uk WWW: http://www.ordsvy.gov.uk/ **Northern Ireland** Digital Data Sales Ordnance Survey of Northern Ireland Colby House Stranmillis Court Belfast BT9 5BJ Northern Ireland Tel: +44 (0)28 90255785 Fax: +44 (0) 28 90255700 e-mail: mapsales.osni@doeni.gov.uk WWW: http://www.osni.gov.uk/	Sales Desk Office for National Statistics 1 Drummond Gate London SW1V 2QQ United Kingdom Tel: +44 171 533 5678 Fax: e-mail: info@ons.gov.uk WWW: http://www.ons.gov.uk/

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Annex D : SABE product types and transfer files

This user guide is applicable for the SABE2004 Version 1.0 which is available in the following product types and formats

Standard (for each country the geometry of the lowest USE level is provided, higher levels have to be derived)	1 : 100 000 scale product ArcInfo Export (E00)	1 : 1 000 000 scale product ArcInfo Export (E00)
Centroids (Label points of administrative units with attributes)	ASCII text file	
Regions (for each country the geometry of all single USE levels are provided	1:100 000 scale product ArcInfo Export format (E00)	

SABE2004 version 1.0 is delivered on CD-ROM/DVD. Files are in ARC/INFO Export uncompressed format (e00 files), containing single precision coverages .

The following abbreviations are used in the explanations of file names:

xx	country id
SSS	scale / resolution factor (30 or 200)
nam	file type NAM
sc	file type coastline
r	file type region
ri	file type region (single USE level i)

The **Standard** product type consists of the following files for each country:
administrative boundaries **xxSSS.e00**
and for some countries (see 2.3) a coastline file scxxSSS.e00 is provided, too.

The **Centroids** product type consists of the following **text file** for each country
label points of administrative units: **xx30cen.txt**
It contains the label points of administrative units, i.e. the attributes are ID, ICC, SHN, USE, longitude, latitude, GEN and DES.

The **Regions** product type consists of the following files for each country containing the attributes ICC, SHN, MOC, HL1,HL2,…where HLi represents the SHNs of administrative units on the corresponding upper administrative levels: **xxSSSr.e00 and/or xxSSSri.e00**

On CD-ROM you will find also the following files :

content04.doc	list of included countries (reference date of data)
description04.doc	a short product description of SABE 2004 v1.0
meta04.zip	meta data files delivered by NMAs
status04.doc	latest information about national specifics

Administrative boundaries in ARC/INFO Export format files :

High resolution	Low resolution	Coverages of	Status of country
AT30.E00	AT200.E00	Austria	EU
BE30.E00	BE200.E00	Belgium	EU
BG30.E00	BE200.E00	Bulgaria	CEEC
CH30.E00	CH200.E00	Switzerland	EFTA
CY30.E00	CY200.E00	Cyprus	EU (5/2004)
CZ30.E00	CZ200.E00	Czech Republic	EU (5/2004)
DE30.E00	DE200.E00	Germany	EU
DK30.E00	DK200.E00	Denmark	EU
EE30.E00	EE200.E00	Estonia	EU (5/2004)
ES30.E00	ES200.E00	Spain	EU
FI30.E00	FI200.E00	Finland	EU
FO30.E00	FO200.E00	Faeroe Islands	EU (belongs to Denmark))
FR30.E00	FR200.E00	France (overseas)	EU
FX30.E00	FX200.E00	France (without overseas)	EU
GB30.E00	GB200.E00	Great Britain	EU
GL30.E00	GL200.E00	Greenland	EU (belongs to Denmark)
GR30.E00	GR200.E00	Greece	EU
HR30.E00	HR200.E00	Croatia	CEEC
HU30.E00	HU200.E00	Hungary	EU (5/2004)
IE30.E00	IE200.E00	Ireland	EU
IS30.E00	IS200.E00	Iceland	EFTA
IT30.E00	IT200.E00	Italy	EU
LI30.E00	LI200.E00	Liechtenstein	EFTA
LT30.E00	LT200.E00	Lithuania	EU (5/2004)
LU30.E00	LU200.E00	Luxembourg	EU
LV30.E00	LV200.E00	Latvia	EU (5/2004)
MD30.E00	MD200.E00	Moldova	CEEC
MT30.E00	MT200.E00	Malta	EU (5/2004)
NI30.E00	NI200.E00	Northern Ireland	EU
NL30.E00	NL200.E00	The Netherlands	EU
NO30.E00	NO200.E00	Norway	EFTA
PL30.E00	PL200.E00	Poland	EU (5/2004)
PT30.E00	PT200.E00	Portugal	EU
RO30.E00	RO200.E00	Romania	CEEC
SE30.E00	SE200.E00	Sweden	EU
SI30.E00	SI200.E00	Slovenia	EU (5/2004)
SK30.E00	SK200.E00	Slovakia	EU (5/2004)
UA30.E00	UA200.E00	Ukraine	CEEC

and coastline files :

SCDE30.E00	SCDE200.E00	Germany	EU
SCFI30.E00	SCFI200.E00	Finland	EU
SCGB30.E00	SCGB200.E00	Great Britain	EU
SCIE30.E00	SCIE200.E00	Ireland	EU
SCLT30.E00	SCLT200.E00	Lithuania	EU (5/2004)
SCNI30.E00	SCNI200.E00	Northern Ireland	EU
SCNL30.E00	SCNL200.E00	The Netherlands	EU
SCNO30.E00	SCNO200.E00	Norway	EFTA
SCPL30.E00	SCPL200.E00	Poland	EU (5/2004)
SCSE30.E00	SCSE200.E00	Sweden	EU

Annex E : Description of source data

SABE 2004

Country	Reference date of administrative data	Lowest administrative level term(s)
AT	End of May 2003	Politische Gemeinde
BE	11 July 2003	Commune/Gemeente/Gemeinde
BG	1 May 2004	ЗЕМЛИЩЕ
CH	1 January 2004	Gemeinde
CY	1 May 2004	Chorío
CZ	1 January 2003	Obec
DE	1 January 2003	Gemeinde
DK (FO,GL)	11 July 2003	Kommune
EE	May 2004	Linn, Vald
ES	July 2003	Término Municipal
FI	11 July 2003	Kunta
FR/FX	July 2003	Commune
GB	11 July 2003	Ward
GR	11 July 2003	OTA
HR	May 2004	Grad, Općina
HU	May 2004	Település
IE	July 2003	Ward
IS	February 2004	Hreppur
IT	July 2003	Comune
LI	1 January 2004	Gemeinde
LT	1 May 2004	Seniunija
LU	11 July 2003	Commune
LV	21 May 2004	Pagasts
MD	1999-2000	Comune
MT	1 May 2004	Kunsilli Locali
NI	11 July 2003	Ward
NL	January 2003	Gemeente
NO	January 2005	Kommune
PL	May 2004	Gmina
PT	11 July 2003	Freguesia
RO	2002	Municipiu
SE	11 July 2003	Kommun
SI	1 May 2004	Naselje
SK	1 May 2004	Obce
UA	2000	Район

Annex F : Diacritical characters and number of administrative units

The ISO 8859-1 character set (Latin 1) has been used to represent names. This ensures the representation of characters found in every languages within the dataset, except for GR, LV, LT, MD, PL and SI. Neither ArcInfo nor ArcGIS is able to import unicode files without any problems. Therefore additional unicoded format files have been provided for those countries that contain their national characters allowing the customer to use the data without any substitution for further processing (Excel, ACCESS) if necessary.

Number of administrative units level by level

ICC	USE2	USE3	USE4	USE5	USE6	total
AT	9	99	2359	-	-	2468
BE	3	10	44	589	-	647
BG	28	263	4618	-	-	4910
CH	26	159	2862	-	-	3048
CY	6	613	-	-	-	620
CZ	14	76	6249	-	-	6340
DE	16	29	437	1641	13264	15388
DK	16	270	-		-	287
EE	19	241	-	-	-	261
ES	17	50	8188	-	-	8256
FI	6	20	446	-	-	473
FO	7	50	-	-	-	58
FR	4	4	13	98	114	234
FX	22	96	329	3706	36586	40740
GB	1	3	203	239	10092	10539
GL	19	-	-	-	-	20
GR	13	55	1034	-	-	1103
HR	21	550	-	-	-	572
HU	7	20	168	3167	-	3363
IE	26	3440	-	-	-	3467
IS	26	108	-	-	-	135
IT	20	103	8124	-	-	8250
LI	11	-	-	-	-	12
LT	10	60	553	-	-	624
LU	12	118	-	-	-	131
LV	33	529	-	-	-	563
MD	37	972	-	-	-	1010
MT	68	-	-	-	-	69
NI	1	-	-	26	582	610
NL	12	489	-	-	-	502
NO	19	433	-	-	-	453
PL	16	380	2488	-	-	2885
PT	3	29	308	4261	-	4602
RO	42	2944	-	-	-	2987
SE	21	290	-	-	-	312
SI	193	5997	-	-	-	6191
SK	8	79	2927			
UA	26	495	-	-	-	522

Annex G : Overview of the SHN structure

Republic of Austria
AT
Republik

Use2	Use3		Use1	
Bundesland	Bezirkshauptmannschaft		politische Gemeinde	

Federal state of Belgium
BE
État Fédéral

Use2	Use3	Use4	Use5		
Région	Province	Arrondissement	Commune		

Bulgaria
BG
ДЪРЖАВА (Republic)

Use2			Use3		Use4				
ОБЛАСТ (District)			ОБЩИНА (Municipality)		ЗЕМЛИЩЕ (Settlement)				

Swiss Confederation
CH
Land

Use2		Use3				Use4			
Kanton		Bezirk				Kommunanz, Gemeinde, See			

Republic of Cyprus
CY
ΧΩΡΑ (Dimokratía)

Use2	Use3		
ΕΠΑΡΧΙΑ (Eparchía)	ΔΗΜΟΣ/ΚΟΙΝΟΤΗΤΑ (Chorío)		

Czech Republic
CZ
Republika

Use2			Use3	Use4					
Kraj			Okres	Obec					

Federal Republic of Germany
DE
Bundesrepublik

Use2		Use3	Use4			Use5		Use6		
Bundesland		Regierungsbezirk	Region, Landkreis			Gemeindeverband		Gemeinde, Stadt, verbandsangehörige Gemeinde verbandsangehörige Stadt gemeindefreies Gebiet		

Kingdom of Denmark
DK
State

Use2		Use3	
Amt Umatrikuleret Jord		Kommune	

Republic of Estonia

EE

Vabariik

Use2		Use3			
Maakond		Linn, Vald, Lake			

Kingdom of Spain

ES

Reino

Use2		Use3		Use4		
Comunidad autónoma		Provincia		Término municipal, Condominio		

Republic of Finland

FI

Tasavalta

Use2	Use3		Use4		
Lääni	Maakunta		Kunta		

Faeroe Islands

FO

belongs to DK

Use2		Use3	
Sysler		Kommuner	

French Republic

FR/FX

République

Use2		Use3		Use4	Use5		Use6		
Région		Département		Arron-dissement	Canton de rattachement		Commune Water		

United Kingdom
Great Britain /
Northern Ireland

GB / NI

Great Britain / Province

Use2	Use3	Use4		Use5		Use6	
Great Britain Province	Country	Unitary Authority Metropolitan District County County / District		District Local government district		Ward Electoral Division	

Greenland

GL

belongs to DK

Use2			
Kommuner			

Hellenic Republic

GR

ΧΩΡΑ

Use2				Use3		Use4	
ΠΕΡΙΦΕΠΕΙΑ (Perifereia)				ΝΟΜΟΣ (Nomos)		OTA (Commune)	

Republic of Croatia

HR

Država

Use2		Use3				
Županija		Općina, Grad				

Republic of Hungary

HU

Ország

Use2	Use3		Use4				Use5			
Régió	Megye		Kistérség				Település			

Ireland

IE

Republic

Use2		Use3			
County County Borough		District Electoral Division (DED) Ward			

Republic of Iceland

IS

Lýðveldi

Use2		Use3			
Umdaemi		Hreppur			

Italian Republic

IT

Repubblica

Use2			Use3		Use4		
Regione			Provincia		Comune		

Principality of Liechtenstein

LI

Fürstentum

Use2			
Gemeinde			

Republic of Lithuania

LT

Lietuvos Respublica

Use2		Use3		Use4	
Apskritis		Rajono savivaldybė Miesto savivaldybė Savivaldybė		Seniunija Seniunija (m.sav.)	

Luxembourg

LU

Grand-Duché

Use2		Use3		
Canton		Commune		

Republic of Latvia

LV

Valsts

Use2		Use3	
Republikas Pilsetas Rajoni		Pagasti, Novads Rajonu Pilsetas RajonuPilsetas ar lauku teritorijam	

Moldova
MD
Republic

Use2	Use3
Raion	Comune, Municipii

The Republic of Malta
MT
Repubblika

Use2
Kunsilli Locali

The Netherlands
NL
Rijksgrens

Use2	Use3
Provincie	Gemeente

Kingdom of Norway
NO
Kongerige

Use2	Use3
Fylke	Kommune

Republic Poland

PL
Rzeczpospolita

Use2	Use3	Use4
Województwo	Municipal poviat Poviat	City gmina Rural gmina Municipal gmina

Portuguese Republic
PT
República

Use2	Use3	Use4	Use5
Continente/ Região Autónoma	Distrito Ilha	Concelho	Freguesia Area not belonging to any commune

Romania
RO
Tara

Use2	Use3
Judet Municipiul Bucureşti	Oraş, Comună, Municipiu, Sector

Kingdom of Sweden
SE
Kungarike

Use2	Use3
Län	Kommun

Republic of Slovenia
SI
Država

Use2	Use3
Občina	Naselje

Slovak Republic

SK

Republika

Use2		Use3	Use4					
Kraje		Okresy	Obce					

Ukraine

UA

КРАЇНА

Use2		Use3							
Област (Oblast)		Район (Rayon)							